



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

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NOTICE

New Income Tax Submission Requirements For Dependent Employment Authorization

The Office of Foreign Missions (OFM) wishes to inform the foreign missions of a change in required tax returns when submitting requests for Dependent Work Authorization.

Effective immediately, foreign missions and their members must provide the tax return documentation below.

- Federal tax transcript for each year covered by the current EAD as well as State tax returns for such years covered by the current EAD. To obtain a free federal tax transcript, visit: <https://www.irs.gov/individuals/get-transcript>.
 - For A and G series visa holders, applicants should have filed federal income tax returns utilizing Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder. If the applicant filed federal forms other than 1040NR or 1040NR-EZ, the applicant may need to file amended tax returns.
 - For NATO visa holders only: applicants can file either 1040 or 1040NR forms but must provide the tax transcript of these returns.
 - If the applicant had an EAD but was never employed, the applicant must include a statement certifying that he/she earned no income. Unpaid internships and pro bono work should be included in the letter.

Foreign missions may contact OFM with any related questions at OFM-EAD@State.gov.